



OPEN POSITIONS

Program Specialist –PMTO –Part Time

Kalamazoo Community Mental Health and Substance Abuse Services is looking for an individual who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to work as a part time Program Specialist (20 hours per week) to support our Services for Youth and Families Department.

The Program Specialist will Work extensively within PMTO, a statewide web based program for parent management training. This includes providing technical support to users across the state, acting as a liaison with technology vendors to identify and/or resolve problems, performing data entry/management, and uploading/editing videos within the PMTO database. Minimum starting rate of pay is \$14.56 per hour.

Experience in developing and maintaining tracking mechanisms and strong computer/communication skills are required. Familiarity with web based programs and software is highly desirable. A high school diploma or GED and a minimum of three years comprehensive office experience is required.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. Please apply via our website www.kazoocmh.org/careers